

## **HIRING PROCEDURES – FIREFIGHTER**

### **QUALIFICATION REQUIREMENTS:**

Applicants must possess a valid high school diploma from a school accredited by a regional accrediting agency recognized by the U.S. Department of Education or a GED certificate issued by the appropriate state agency. Applicants must be at least 18 years of age and must possess and maintain a valid U.S. driver's license. Applicants must not have a conviction of a felony or conviction of a crime involving fire and/or explosion; or have been found guilty of a crime of moral turpitude or have engaged in immoral conduct which indicates an unfitness to discharge the duties of a firefighter.

### **CANDIDATE PHYSICAL AGILITY TEST (CPAT) ORIENTATION:**

Applicants must attend a mandatory CPAT Orientation. Applicants are required to self-schedule for a CPAT Orientation following the instructions provided on the job announcement. Applicants who fail to self-schedule, arrive late, or fail to attend the mandatory CPAT Orientation will automatically be eliminated from the hiring process.

### **SUPPLEMENTAL APPLICATION PACKET:**

Applicants will receive the supplemental application packet at the time of the CPAT Orientation. Instructions on how to complete and submit the supplemental application packet, along with the submission deadlines, shall be provided by the Fire & Rescue Administrative Department. The supplemental application packet is used to obtain additional information regarding the applicant for the position of Firefighter. Applicants that fail to submit a completed supplemental application packet before the established deadline will automatically be eliminated from the hiring process.

### **WRITTEN EXAMINATION:**

Applicants who attended the mandatory CPAT orientation are eligible to take the written examination and must self-schedule an appointment following the instructions provided on the job announcement. Applicants who fail to self-schedule, arrive late, or fail to take the mandatory written examination will automatically be eliminated from the hiring process. In addition, applicants must pass the written examination (minimum score of 70) in order to continue in the hiring process. Written test scores will not be provided to the Fire and Rescue Department.

### **CANDIDATE PHYSICAL AGILITY TEST (CPAT):**

Applicants who achieve the minimum score of 70 on the written examination are eligible to take the CPAT and must self-schedule an appointment following the instructions provided on the job announcement. Applicants who fail to self-schedule, arrive late, or fail to take the CPAT will automatically be eliminated from the hiring process. Applicants who successfully pass the CPAT are eligible for further consideration in the hiring process and will be considered for an oral interview.

Applicants that have passed the CPAT in the previous hiring process are required to self-schedule, participate, and pass the CPAT in the current hiring process.

### **INTERVIEW:**

The oral interview board will be selected by the Chief of Fire and Rescue, subject to the approval of the Equal Employment Officer or the Director of Human Resources. The Equal Employment Officer and/or the Director of Human Resources will provide the oral interview board with the necessary training and support on interviewing techniques and procedures.

The oral interview board, under the direction of the Chief of Fire and Rescue, will select an appropriate number of applicants to be interviewed.

### **LIST OF ELIGIBLES:**

The oral interview board, in concurrence with the Chief of Fire and Rescue, will determine the applicants that will be placed on the List of Eligibles for consideration for employment with the Fire and Rescue Department.

### **CONDITION OF EMPLOYMENT:**

For all applicants selected from the List of Eligibles, employment with the Fire and Rescue Department will be conditional upon an acceptable background investigation, passing drug and alcohol testing and passing a pre-employment physical examination.

### **ADDITIONAL EMPLOYMENT CONDITIONS:**

All applicants hired must possess State of Alabama Firefighter I & II Certifications at the time of employment or must obtain these certifications within three (3) months upon completion of the Fire Academy. The requirement for the State of Alabama Firefighter II Certification may be waived if the applicant possess a valid Firefighter II Certification accredited by Pro Board or other nationally recognized accreditation organization accepted by Alabama Fire College.

All applicants hired must possess at the time of employment or must obtain within twelve (12) months of employment, an Alabama Emergency Medical Technician-Basic\* certification and licensure and Hazardous Materials Awareness and Operations certification. Maintaining the licensure and certifications are a required condition of employment.

\*Emergency Medical Technician-Basic applicants may be licensed as Emergency Medical Technician I (EMT), Advanced EMT, Intermediate EMT, or Paramedic.

**APPROVAL:**

The foregoing hiring procedures shall become effective upon the date of acceptance and approval by the Mayor of the City of Huntsville; shall revoke all previous hiring procedures for the position of Firefighter; and, shall remain valid until such times as amended or revoked.

Concurrence:   
Chief of Fire and Rescue

Concurrence:   
Director of Human Resources

Concurrence:   
City Administrator

Approval:   
Mayor of the City of Huntsville

Date: 11/20/2020